
C O U N C I L C O M M U N I C A T I O N

TO : THE CITY COUNCIL
FROM: THE CITY ~~MANAGERS~~ OFFICE

COUNCIL ~~MEETING~~ DATE
AUGUST 17, 1988

SUBJECT: APPROVAL OF CLASS SPECIFICATIONS AND SALARY RANGES
 FOR CERTAIN CLASSES

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: The City Council approve the class specifications
 attached hereto and establish the following salary
 ranges, effective the pay period beginning August 22,
 1988:

	A	B	C	D	E
	=====				
1) Services Division Manager	\$1828.98	\$1920.41	\$2016.43	\$2117.25	\$2223.11
1,3) Manager, Rates & Resources	\$3473.37	\$3648.44	\$3330.51	\$4021.35	\$4220.93
2,3) Sr. Electric Utility Rate					
Analyst	\$2991.93	\$3140.74	\$3298.30	\$3462.86	\$3636.20
2,3) Electric Utility Rate					
Analyst	\$2591.03	\$2720.57	\$2857.14	\$2998.93	\$3151.25
1) Electric Troubleshman	\$2795.91	\$2936.31	\$3083.10	\$3237.92	\$3399.12
1) Metering Electrician	\$2664.17	\$2797.64	\$2936.31	\$3083.65	\$3237.92
2) Electric Meter Technician	\$2936.31	\$3083.65	\$3237.92	\$3399.12	\$3568.99
2) Electrical Estimator	\$2936.31	\$3083.65	\$3237.32	\$3399.12	\$3568.99
2) Utility Service Operator	\$2664.17	\$2797.64	\$2936.31	\$3083.65	\$3237.92

- 1) new classification approved in 1988-89 Budget.
- 2) Revision of existing specifications. No change in salary.
- 3) Mid-management position.

BACKGROUND: In the 1988-89 Budget, new positions were approved. Before these
 positions can be filled, Council must approve the class specifications
 and establish a salary for the positions. The salaries have been
 negotiated with the appropriate bargaining Unit.

Council Communication
August 17, 1988
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Other class specifications are included which are revisions of existing class specifications to reflect actual job assignments and duties. Salary adjustments are not included nor needed for those positions.

Respectfully submitted,



♦♦JERRY L. GLENN
Assistant City Manager

JLG:vc

COUNC904/TXTA.01V

RESOLUTION NO. 88-112

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING CLASS SPECIFICATIONS
AND SALARY RANGES FOR VARIOUS CITY POSITIONS

RESOLVED, that the City Council of the City of Lodi does hereby approve salary ranges for various City positions as follows, which salary ranges will become effective the pay period beginning August 22, 1988:

	A	B	C	D	E
1) Services Division Manager	\$1828.98	\$1920.41	\$2016.43	\$2117.25	\$2223.11
1,3) Manager, Rates & Resources	\$3473.37	\$3648.44	\$3830.51	\$4021.35	\$4220.93
2,3) Sr. Electric Utility Rate Analyst	\$2991.93	\$3140.74	\$3298.30	\$3452.86	\$3636.20
2,3) Electric Utility Rate Analyst	\$2591.03	\$2720.57	\$2857.14	\$2998.93	\$3151.25
1) Electric Troubleman	\$2795.91	\$2936.31	\$3083.10	\$3237.92	\$3399.12
1) Metering Electrician	\$2664.17	\$2797.64	\$2936.31	\$3083.65	\$3237.92
2) Electric Meter Technician	\$2936.31	\$3083.65	\$3237.92	\$3399.12	\$3568.99
2) Electrical Estimator	\$2936.31	\$3083.65	\$3237.92	\$3399.12	\$3568.99
2) Utility Service Operator	\$2664.17	\$2797.64	\$2936.31	\$3083.65	\$3237.92

- 1) New classification approved in 1988-89 Budget.
- 2) Revision of existing specifications. No change in salary.
- 3) Mid-management position.

FURTHER RESOLVED, that the City Council approve the class specifications for the above-listed positions, attached hereto as Exhibits A through I, and incorporated herein by reference.

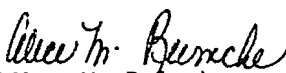
Dated: August 17, 1988

I hereby certify that Resolution No. 88-112 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 17, 1988 by the following vote:

Ayes: Council Members - Hinchman, Olson, Reid, Snider and
Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

SERVICES DIVISION MANAGER

DEFINITION

Under general direction, plans, organizes, and directs the operation of the public safety dispatch center, records center and jail. Has general responsibility to understand all Police communications systems, including "911", CLETS, Computer Aided Dispatch (CAD), alarm system, and radios.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Services Division Commander.

EXAMPLES OF DUTIES

Plans staffing requirements and schedules for Dispatch Center; assists in preparation of budget for Services Division; assists with and performs a variety of personnel duties; enters, updates, retrieves, and disseminates information from teletype and computer sources.

Enforces custodial regulations in the jail; prepares and delivers evidence for analysis and processing; performs court liaison officer duties; prepares written and oral reports; performs duties related to collection, analyzing and processing physical evidence at crime scenes; maintains and controls physical evidence; orders and maintains supplies for Dispatch Center, Records Section, Darkroom; Jail, Fingerprint Room and Intoxilyzer Room.

Understands the operation of all police communications systems and their inter-relationships.

Functions as Dispatcher and/or Jailer/Matron, and performs related duties as required.

QUALIFICATIONS

Knowledge of:

City of Lodi Police Department policies and procedures.
Police Department communications systems.
Police and Fire emergency dispatch techniques.
Jail operations procedures.
Property and evidence retention and disposition.
Basic photography.

City of Lodi
Services Division Manager
August 1988
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Ability to perform the following under adverse and stressful circumstances:

Communicate clearly and concisely, orally and in writing.
Interpret and convey communications and directives.
Train and coach subordinates.
Deal with the public in a pleasant and professional manner.
Perform administrative and supervisory tasks.

EXPERIENCE AND EDUCATION

A minimum of two years full time experience as Dispatcher Matron, Dispatcher Jailer, or Community Services Officer, in the Lodi Police Department.

A twelfth grade education or documented equivalent.

LICENSES

Graduation from POST certified course in police dispatch, police records or records supervision.

A typing certificate of 45 words per minute.

Possession of a valid Class I California driver's license.

COUNC905/TXTA.01V

MANAGER, RATES AND RESOURCES

DEFINITION

Under general direction manages the Rates and Resources Division. Performs skilled work in the areas of planning, evaluation, acquisition and operation of bulk power supplies and delivery resources. Develops electric rate schedules, participates in the budget process and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a combination supervisory/managerial position in the Electric Utility Department. This position supervises the Division's staff and participates in management and policy-making of the City's Electric generation and transmission resources and needs. The Manager, Rates and Resources must possess managerial capabilities as well as superior analytical ability and technical knowledge of computer operations and programming.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Electric Utility Director and his Assistant. Exercises direct supervision of the Division's staff.

EXAMPLES OF DUTIES

Duties may included but are not limited to the following: Plans, assigns, supervises and reviews the work of the Division's staff; develops goals, policies and priorities for Department's data management activities in support of rate and resource tasks; determines short-term and long-term City power requirements and evaluates new power resources; determines requirements for accounting, analysis and evaluation of power generating and purchase costs; participates in power supply planning and resource utilization activities; monitors the activities of joint-action agencies and state, federal and private agencies for their effect on the City of Lodi's electric power interests; meets with other agency officials, individuals and representatives in discussing data management, analysis, forecasting, cost of service and rate problems; directs customer rate development and performs customer liaison on rate related matters.

QUALIFICATIONS

Knowledge of:

Mathematics and statistics required for electric utility engineering, cost and rate calculations

Principles and techniques of computer operation, including programming processes, languages and operating systems.

Peripheral equipment operation and computer interface.

Principles of management and supervision.

Report writing techniques.

City of Lodi
Manager, Rates and Resources (continued)

Ability to:

Think logically and analytically.

Operate computer equipment.

Design, develop and implement software from a general guideline.

Communicate clearly, orally and in writing.

Prepare and present oral and written reports.

Work independently, having responsibility for rate analysis and resource planning computer applications.

Effectively supervise the data management activities of the Rates and Resources Division's staff.

Maintain effective working relationships with City staff, outside agencies and utilities, vendors and others.

Experience and Education:

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Three years of progressively responsible and varied experience in the same or a related field, including supervisory experience.

Education:

A Bachelor's Degree in mathematics, engineering, computer science business administration or related field from an accredited college or university.

LICENSE

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

SENIOR ELECTRIC UTILITY RATE ANALYST
(SENIOR RATE ANALYST)

DEFINITION

Under direction performs and provides technical direction on a wide variety of computer-assisted data management activities in electric utility applications; develops, maintains and utilizes computer programs for data analysis and performs related duties, as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level position responsible for accomplishing rate, data analysis, and data management related tasks within the City's Electric Utility Department. The Senior Rate Analyst must possess supervisory capabilities, as well as superior analytical ability and the requisite technical knowledge of computer operations, applications and programming.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Manager, Rates and Resources. Provides direction of a technical nature to the Electric Utility Rate Analyst.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Develops goals, policies and priorities for rate analysis and load research activities; performs cost-of-service and load research analysis; develops, maintains and utilizes methods to perform power cost accounting, analyzes electric revenues and costs; monitors and verifies billing methods; forecasts the City's power revenue and assists in the forecast of power requirements and evaluation of power resources; develops and evaluates rate design and structures for various customer classes; works with technical staff to analyze data management needs and determines preferred computer methodologies; meets with other agency officials, individuals and representatives in discussing data management, analysis, forecasting, cost of service and rate problems.

QUALIFICATIONS

Knowledge of:

Mathematics, statistics, finance and accounting required for electric utility revenue, cost and rate applications.

Principals and techniques of personal computer operation and software applications.

Peripheral equipment operation and computer interface.

Principles of supervision on technical matters of subordinate staff.

City of Lodi
Senior Electric Utility Rate Analyst (Senior Rate Analyst) - continued

Ability to:

Think logically and analytically.

Operate computer equipment

Design, develop and implement software from general guidelines.

Communicate clearly, orally and in writing.

Prepare and present oral and written reports.

Work independently.

Effectively supervise the data management activities of the Division.

Maintain effective working relationships with a variety of City staff, outside agencies and utilities, vendors and others.

Act on behalf of the Manager, Rates and Resources, during periods of his/her absence.

Experience and Education:

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Three year's experience in the same or related field.

Education:

A Bachelor's Degree in mathematics, engineering, computer science business administration or related field from an accredited college or university.

or

Three years employment with the City of Lodi in the Electric Utility Rate Analyst position coupled with additional college credits above the Associate's Degree level in related subject matters.

LICENSE

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

ELECTRIC UTILITY RATE ANALYST
(RATE ANALYST)

DEFINITION

Under direction, performs a wide variety of data management activities in electric utility applications, maintains and utilizes computer methods for data compilation and performs related duties, as required.

DISTINGUISHING CHARACTERISTICS

This position is responsible for assisting in rate, data analysis and data management related tasks within the City's Electric Utility Department Rates and Resources Division. The Rate Analyst must possess superior analytical ability, as well as sufficient technical knowledge of personal computer operations, programming and spread-sheet software applications.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Manager, Rates and Resources and specific technical direction from the Senior Electric Utility Rate Analyst.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Assists in development of goals, policies and priorities for rate analysis and load research activities; performs cost of service and load research data acquisition and compilation; processes electric solid state meter data and works with technical metering personnel; maintains and utilizes methods to perform power cost accounting, analyzes electric revenues and costs and monitors and verifies billing methods; assists in the forecast of Department's revenues; assists in the development and evaluation of rate design and structures for various customer classes; works with technical staff to analyze data management needs and determines preferred computer methodologies; compiles various types of utility data, operates computer equipment and develops appropriate software; represents Rates and Resource Division to others, such as City data processing staff, outside utilities, data processing vendors, etc.

QUALIFICATIONS

Knowledge of:

Mathematics, statistics, finance and accounting required for electric utility revenue, cost and rate applications.

Principles and techniques of computer operation, including programming processes, languages, operating systems and software applications.

Peripheral equipment operation and computer interface.

City of Lodi
Electric Utility Rate Analyst (Rate Analyst) - continued

Ability to:

Think logically and analytically.

Operate computer equipment.

Design, develop and implement software from a general set of engineering guidelines.

Communicate clearly, orally and in writing.

Work independently .

Maintain effective working relationships with a variety of City staff, outside agencies and utilities, vendors and others.

Act on behalf of the Senior Electric Utility Rate Analyst, in his/her absence.

Experience and Education:

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

One year's experience in the same or a related field.

Education:

A Bachelor's Degree in mathematics, engineering, computer science, business administration or related field from an accredited college or university.

or

An Associate's Degree in one of the above fields from an accredited institution and a minimum of three years experience in the same or a related field.

LICENS

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

MAY 07 '88

City Manager's Office

City of Lodi

May 1988

ELECTRIC TROUBLEKAN

DEFINITION

Under general direction performs skilled work in troubleshooting electric distribution systems. Installs and maintains services and lighting systems; locates underground facilities; supervises Electric Lineman, as assigned; performs various recordkeeping tasks and does related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Electric Troubleman is distinguished from the lower class of Electric Lineman in that this position works independently with limited supervision and may provide supervision of an Electric Lineman, or other, as assigned. The Electric Troubleman is expected to possess thorough working understanding of and the skills necessary to troubleshoot electric distribution systems as well as the ability to maintain records and organize the work day, in addition to knowledge of rules, regulations and safety practices. This position extensively interacts with the general public and customers under various conditions and is expected to perform in a most courteous and professional manner even under adverse conditions. The position is subject to emergency call-back for after-hours work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Electric Utility Superintendent. Exercises supervision of Electric Lineman or other, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: First line troubleshooting of electric system. Diagnoses, locates and clears trouble on primary and secondary overhead and underground lines and streetlighting systems. Participates in switching operations of the system and obtains loading data for system studies. Runs new services from poles, transformers or service boxes to customer facilities; connects and disconnects services, troubleshoots and tests individual customer services. Installs electric meters at new customer locations. Installs underground service conduits. Performs streetlighting and dusk-to-dawn lighting repair, maintenance and installation. Locates underground facilities per "USA" requests. Performs many of the above functions on energized systems utilizing appropriate tools and techniques. Maintains tools and equipment in a clean and workable condition and assures that all tools from tool room are returned after each use. Maintains good housekeeping on the job, around the yard and on the vehicles. Performs a wide variety of recordkeeping tasks, such as meter set records, service orders, material records, temporary service records, etc., and prepares time cards.

EXHIBIT E

City of Lodi
Electric Troubleman (continued)

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in construction, maintenance and troubleshooting of overhead and underground electric distribution and transmission lines;

Principles of electrical theory as applied to power systems;

Transformer and other equipment connections for various applications;

Applicable electrical codes and regulations, such as State electrical safety orders (e.g. G.O. 95 and 128);

Necessary precautions in working high-voltage lines;

Fundamental safety regulations, first aid and methods of applying resuscitation;

Thorough knowledge and understanding of the City's rules, regulations, construction specifications and operating practices.

Ability to:

Climb poles and use aerial buckets in confined areas among energized overhead lines and equipment at a considerable distance above ground;

Work with energized underground 15-kv materials and methods;

Work proficiently with hot-line tools, i.e. sticks under energized conditions on both 15-kv overhead and underground systems.

Use good judgment and take effective courses of action in emergencies.

Work without direct supervision.

Maintain accurate and precise records in legible handwriting.

Deal tactfully in an effective and courteous manner with the general public and other employees.

Establish and maintain a cooperative working relationship with other employees and the public.

Read and interpret plans and written instructions.

Supervise the work of Electric Lineman or others, as assigned.

City of Todi
Electric Troubleman (continued)

Experience :

Possession of Journeyman Lineman status granted through the I.B.E.W. or equivalent and a minimum four years of relevant experience in this status.

Education:

Completion of high school or its equivalent.

LICENSE

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

MAY 09 '88

City Manager's Office

City of Lodi

May 1988

METERING ELECTRICIAN

DEFINITION

Under direction performs skilled work in the areas of maintenance, testing, repair and installation of electric meters, maintains records and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level class position. Positions in this class perform skilled tasks independently with limited direct supervision and participates in a rotational standby duty for after-hours call back to monitor a generating station.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Electric Meter Technician or other supervisors as conditions require.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Performs shop and field calibrations of electric meters; repairs and rebuilds meters as necessary; installs current and voltage transformers with associated equipment and verifies the complete installation to assure accurate metering; installs and maintains load survey, load management and recording metering equipment; investigates customer complaints and takes corrective measures if necessary; handles vandalism and power diversion cases and makes reports to appropriate City staff; performs acceptance testing of metering material and equipment; conducts the scheduled testing and circuit analysis of existing revenue metering facilities; retrieves data from data storage devices.

QUALIFICATIONS

Knowledge of:

General fundamentals of electrical theory, including solid state circuitry;

General tools, methods and materials used in electric meter testing and repair;

Metering methods for single and polyphase circuits;

Inductance, capacitance, power factor and vector analysis;

Applicable electric codes;

City of Lodi
Metering Electrician (continued)

Safe work practices and procedures;

Precautions necessary when working around energized equipment.

Ability to:

Use precision instruments and testing equipment to obtain specified performance;

Understand and carry out written and oral instructions;

Read and interpret electrical drawings, plans, diagrams and specifications;

Establish and maintain cooperative working relationship with other employees and the public;

Work independently with limited direct supervision;

Establish preventative maintenance programs and keep appropriate records;

Prepare and write reports and maintain records;

Deal tactfully and courteously with the general public;

Use mathematics, including trigonometry.

Experience:

Attainment of journey level electrician status through apprentice training (usually 48 months experience) OR journey level lineman status granted through the IBEW complimented with relevant outside schooling similar to the requirements of becoming a journey level electrician AND two years of experience at journey level in either of the above categories in an electric utility.

Education:

Equivalent to completion of the twelfth grade, including trigonometry.

LICENSE

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

MAY 09 '88

City Manager's Office

City of Lodi

May 1988

ELECTRIC METER TECHNICIAN

DEFINITION

Under general direction plans, organizes and supervises the Metering Division. Performs skilled work in the areas of maintenance, testing, repair and installation of electric meters; maintains records; provides training of other employees; participates in policy and standards development and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position distinguished from that of the next lower position of Metering Electrician in that it has supervisory and training responsibilities in addition to performing the more difficult metering tasks. The Electric Meter Technician participates in a rotational standby duty for after-hours call back to monitor a generating station.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Electrical Engineer. Coordinates work schedules with the Electric Utility Superintendent and supervises Metering Electrician.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Performs shop and field calibrations of electric meters; repairs and rebuilds meters as necessary; installs current and voltage transformers with associated equipment and verifies the complete installation to assure accurate metering; installs and maintains load survey, load management and recording metering equipment; investigates customer complaints and takes corrective measures, if necessary; handles vandalism and power diversion cases and makes reports to appropriate City staff; performs acceptance testing of metering material and equipment; conducts the scheduled testing and circuit analysis of existing revenue metering facilities; participates in the development of standards and specifications with other agencies and industry representatives; maintains appropriate records on all metering equipment and installations; prepares and conducts training sessions; retrieves data from data storage devices.

QUALIFICATIONS

Knowledge of:

Various electric meters, their operation and the methods and equipment used in their testing and repair;

AC and DC circuits with particular reference to Ohm's Law, Kirchoff's law and Blondel's Theorem;

City of Lodi
Electric Meter Technician (continued)

Metering methods for single and polyphase circuits;
Various electronic components and circuits;
Inductance, capacitance, power factor and vector analysis;
Applicable electrical codes;
Necessary precautions to be taken when working around energized equipment;

Ability to:

Use precision instruments and testing equipment to obtain specified performance;
Read and interpret electrical drawings, plans and specifications;
Understand and carry out written and oral instructions;
Effectively manage and supervise the activities of the Division;
Work independently with limited direct supervision;
Maintain effective working relationships with a variety of City staff, outside agencies and utilities, vendors and others;
Establish preventative maintenance programs and keep appropriate records;
Prepare and write reports and maintain records;
Deal tactfully and courteously with the general public;
Use mathematics, including trigonometry;
Operate computer equipment for programming of and retrieving data from microprocessor-based metering equipment.

Experience:

Attainment of journey level Metering Electrician status and three (3) years experience in this status.

Education:

Equivalent to completion of the twelfth grade, including trigonometry.

LICENSE

Possession of a valid driver's license issued from the California Department of Motor Vehicles.

MAY 09 '88

City Manager's Office

City of Lodi

May 1988

ELECTRICAL ESTIMATOR

DEFINITION

Under general direction performs sub-professional engineering office and field work involving laying out plans for construction and maintenance of electrical facilities, preparing cost estimates, obtaining easements and right-of-ways and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position distinguished from that of the next lower position of Electrical Estimator Assistant in that it performs the more complex phases of cost estimating and construction planning. This position is expected to work independently with limited direct supervision and to provide training and assistance to lower level positions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the **Electrical Engineer**. May coordinate field work with the Electric Utility Superintendent and line crews as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following: Prepares detailed plans of construction, maintenance or removal of electric utility plant, such as line extensions, underground residential/commercial developments, Underground main feeder systems and transformer, capacitor, switching equipment installations or replacement. Makes detailed sketches of the work to be performed including special instructions for installing materials and location of poles, anchors, guys, conduit systems, vaults, service boxes, transformers, etc. Determines proper cable and wire sizes, transformer sizes and combinations for given loads on the distribution system. Prepares plans for substation and transmission line construction. Lists material required and salvaged and determines cost of installing material. Compiles data as to the necessity for the proposed work and estimated revenue derived from the project. Coordinates layout of subdivisions with other utilities. Obtains easements and right-of-ways as required. Determines proper service point locations. Communicates, in writing, with the contractor and/or developer regarding construction responsibilities and costs. Designs streetlighting systems and prepares construction drawings. Maintains appropriate records of electric system facilities. Assists in development of material and construction standards.

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in construction and maintenance of overhead and underground electric distribution and transmission lines;

City of Lodi
Electrical Estimator (continued)

Pertinent laws, codes and safety orders (e.g. G.O. 95 and 128);

Principles of electric theory as applied to circuits and wiring systems;

Principles of cost estimating;

Mathematics commonly used in electrical systems' calculations including algebra, geometry and trigonometry;

Safety practices, clearances and regulations;

Drafting techniques, tools and instruments.

Ability to:

Plan, design and estimate costs of electrical distribution/transmission construction and maintenance projects;

Inspect construction work in progress for conformance with all pertinent regulations;

Maintain accurate records and prepare reports;

Make mathematical calculations commonly used in electrical estimating;

Draw neatly in pencil;

Follow written and oral instructions;

Interpret laws, rules and regulations;

Negotiate easements and right-of-way;

Communicate clearly in writing;

Establish and maintain cooperative working relationship with other employees and the public.

Experience:

Three years of experience in the construction and maintenance of high-voltage power lines at the level of Journeyman Lineman or higher OR three years of experience as an Electrical Estimator Assistant or equivalent.

Education :

Completion of high school or its equivalent.

City of Lodi
Electrical Estimator (continued)

LICENSE

Possession of a valid driver's license issued from the California Department Motor Vehicles.

MAY 09 '88

City Manager's Office

City of Lodi

May 1988

UTILITY SERVICE OPERATOR

DEFINITION

Under direction monitors, controls and takes charge of the City's electrical and water distribution system on an assigned shift basis; directs field switching operations; operates computer-based control systems; receives emergency calls; dispatches appropriate personnel and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level class position. Positions in this class perform skilled tasks independently with a minimum amount of direct supervision and are expected to possess a complete working knowledge of electric and water distribution control systems and devices and to quickly, accurately and effectively assess an emergency situation and take appropriate action. This class works an assigned rotational shift year round in addition to standby duty for emergency call back during the third shift.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Load Dispatcher. Coordinates work schedules with Electric Utility Superintendent and Line Foreman.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Monitors, controls and operates the City's electric and water distribution systems; operates SCADA system; operates mobile radio system; prepares switching programs, interruption reports, daily operational reports, etc.; receives emergency calls and dispatches appropriate personnel; develops, controls and dispatches switching instructions for both field and substation switching; develops switching procedures for emergency service restoration; maintains system dispatch maps current; maintains various logs and records on facility operations; operates various computer equipment; performs general cleaning and maintenance work in order to keep facilities in a clean and orderly condition; assists in training other operators.

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in the operation, control and maintenance of electric and water distribution systems;

Principles of electric and water distribution systems and equipment;

Safe work practices and procedures;

English usage, spelling, grammar and vocabulary.

SPECSUSO/TXTU.01D

EXHIBIT I

City of Lodi
Utility Service Operator (continued)

Ability to:

Develop, carry out and take charge of switching procedures for the City's electric and water system;

Think and act quickly in emergencies, and to judge situations accurately;

Dispatch appropriate personnel under normal and emergency situations;

Read and interpret various diagrams, devices and computer generated data;

Maintain accurate records, maps and status boards and to prepare reports;

Establish and maintain cooperative working relationships;

Effectively communicate via radio, telephone and in writing with other employees, agencies and the general public;

Maintain control and remain professional and courteous in emergency and other work situations under adverse conditions;

Follow oral and written directions;

Speak clearly and decisively;

Operate computer-based equipment.

Experience:

Three years of experience at journey level status in an electric utility in the area of system operation/dispatch OR other position(s) that likely would have produced the experiences and technical qualifications outlined above.

Education :

Completion of high school or its equivalent.

LICENSE

Possession of a valid driver's license issued from the California Department of Motor Vehicles.